



TRAINING OPPORTUNITY  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Business Analysis

Dates/Location / Hour: 19 Aug 04; Building 1520; Classroom  
2; 0800-1600

Registration Deadline: 10 Aug 04

Cost: Cost per person is \$100.00

Vendor: Frederick Community College  
7932 Opossumtown Pike  
Frederick, MD 21702

Description: Employee knowledge regarding improved productivity of their jobs and changes are implemented. Sequential process steps are completed in a continuous flow. Non-value operations are identified and eliminated or reduced from the process.

Results: Non-value added operations are reduced or eliminated. Operational costs are reduced. Time to market is reduced.

Customize: Business Analysis can be customized to your company's specific needs in the area of communications. Actual company processes are analyzed during the training. Production workers are considered the experts and learn the techniques that allow them to quickly identify production bottlenecks and the root cause of rework scrap. Contact your business-training liaison for a consultation and written course proposal.

Instructors: All instructors are certified or meet the College's instructor evaluation process.

Who should attend: All employees involved in the development and improvement of the business process in their organization.

Course Manager: Tel. 301-619-7554, Fax 301-619-2884E-Mail:  
[USAGDCTEE@det.amedd.army.mil](mailto:USAGDCTEE@det.amedd.army.mil)

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Ensure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).